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Scholarship for Service Student Handbook

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Scholarship for Service Student Handbook

Academic Year 2005-2006

Disclaimer

Every effort has been made to ensure that the applicable policies and other materials contained in this *NPS CISR SFS Student Handbook* are accurate and current at the time of release. However, NPS CISR reserves the right to make changes at any time without prior notice. The *NPS CISR SFS Student Handbook* is available on the NPS CISR website at <http://cizr.nps.navy.mil>; check the online version for the currently applicable policies and information.

All information contained herein with a heading marked with an asterisk * has been adapted from the Naval Postgraduate School Student Information Handbook. Update 06OCT2003

I have received and reviewed this handbook and acknowledge that I understand the contents and will abide by the policies and procedures outlined therein.

Print Name

Signature

Date



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1.0 WELCOME

1.1 THE SFS PROGRAM AT NPS

NPS has participated in the Federal Cyber Corps Scholarship for Service (SFS) program since 2001 when the National Science Foundation (NSF) awarded the first set of scholarship grants to selected National Centers of Information Assurance Excellence. NPS's SFS program is managed by the NPS Center for Information Systems Security Studies and Research (NPS CISR) under the direction of Dr. Cynthia E. Irvine, Professor of Computer Science and Director of NPS CISR.

As of June 2005, the NPS CISR SFS program has graduated 29 Federal Cyber Corps scholarship recipients. Graduates of the program have gone on to work for the National Security Agency (NSA), Space and Naval Warfare Systems Command (SPAWAR), Federal Deposit Insurance Corporation (FDIC), the Department of Housing and Urban Development (HUD), Defense Manpower Data Center (DMDC), Naval Research Lab (NRL), National Criminal Intelligence Service (NCIS), and Sandia National Laboratory.

The NPS CISR faculty and staff look forward to working with each of you as you undertake this exciting course of study.

1.1.2 CURRENT NPS SFS PROGRAM CONTACTS

Dr. Cynthia Irvine, NPS CISR Director
Deborah Shifflett, NPS SFS Program Manager
Gloria Wiles, NPS SFS Program Coordinator
Naomi Falby, NPS SFS Program Coordinator

1.2 YOUR UNIQUE POSITION AS A NPS EMPLOYEE AND SFS STUDENT

NPS CISR SFS program participants are first and foremost, civilian employees of the Department of the Navy (DoN). As only select military students and Department of Defense (DoD) civilians are allowed to attend classes at NPS, your authorization to enroll as a student is allowed by virtue of your employment as an NPS civilian Research Associate. Your job duties are to fulfill the educational requirements of the Masters of Science degree in Computer Science in the Information Assurance Track.

Thus participation in the program is granted only as long as you are a NPS employee in good standing. If your employment is terminated before you graduate, you will no longer be eligible to participate in the NPS CISR SFS program. Please be aware that should this occur, you could be required to reimburse the U.S. Treasury Department for any tuition, salary, and/or other program costs prorated for the length of time you participated in the program. Such situations, while rare, are decided on a case-by-case basis.

The Director of NPS CISR is, for day-to-day practices, considered the SFS student/employee supervisor. As such, you may, on occasion, be directed by her or her designee to produce materials such as progress reports, attend meetings, and/or engage in other activities more closely associated with your role as an employee rather than that of a student.

SFS participants are to conduct themselves in accordance with the NPS employee handbook which participants will be given access to upon arrival.



1.3 HOW TO USE THIS HANDBOOK

The NPS CISR SFS Student Handbook has been compiled to provide SFS students with necessary general NPS student related information as well as information unique to students in the SFS program. This handbook is considered a supplement to the *Naval Postgraduate School Student Information Handbook (NPS Handbook) – Update 06OCT2003* which can be found on the NPS intranet.

Due to your unique status as both an employee of NPS and a full-time NPS student, you are required to follow the policies, procedures, and practices outlined in *both* this and the above referenced NPS Handbook.

Additionally, as a NPS employee, you are also required to follow all NPS faculty and staff instructions as directed by NPS Administration. NPS Administration instructions and the NPS Student Information Handbook supersede the *NPS CISR SFS Student Handbook*. If you need clarification about any of the instructions contained in the above-mentioned documents, please contact the SFS Program Coordinator for clarification.

2.0 ABOUT THE NAVAL POSTGRADUATE SCHOOL

2.1 NPS HISTORICAL OVERVIEW*

The development of a naval institution dedicated to the advanced education of commissioned Naval officers began on June 9, 1909 when the Postgraduate Department of the U.S. Naval Academy was established at Annapolis. Ten officers made up the first class, three professors formed the faculty, and marine engineering was the one course of study. In 1919, the Postgraduate Department was renamed the United States Naval Postgraduate School, but still operated as part of the Naval Academy.

With the start of World War II, the school's activities increased substantially. There was a large growth in student enrollment and educational programs were expanded to meet the evolving needs of the Navy. Following the end of the war, plans were initiated to move the school to more suitable facilities and to broaden its academic mission.

Between 1945 and 1948, Congress established the school as a separate activity under its own Superintendent, created the office of the Academic Dean and granted the Superintendent the authority to award the Bachelor's, Master's, and Doctorate degrees. It also approved Monterey as the future home of the school. The Navy officially established the school at its current location on December 22, 1951.

Today, the Naval Postgraduate School graduates approximately 800 students per year and offers a range of curricular programs specifically tailored to impart the scientific, engineering, operational and administrative knowledge required to meet the present and projected professional needs of the Department of Defense. The NPS student body includes officers from all five U.S. military services, NOAA, NASA, and since 1975, DoD civilian employees. U.S. Naval Officers constitute 48% of the student body, with 28% coming from other U.S. services. The remaining 24% are made up of international officers.



2.2 CAMPUS MAP

In accordance with the NPS security policy, a campus map cannot be provided in digital form via the unsecured portions of NPS or NPS CISR websites.

Digital copies are available through the secure portion of the NPS CISR website once your signed employment agreements have been returned to NPS. Hardcopies of the campus map will also be available during student orientation and check-in.

2.3 FINDING IMPORTANT PHONE NUMBERS AND NPS OFFICES

During the student check-in period, new students will register for a NPS user name and password that will allow students to access the campus network and intranet. The intranet contains a phonebook of all campus personnel, departments, and administrative offices.

The intranet can be accessed from campus by going to: <http://intranet.nps.navy.mil/>.

The intranet can be accessed from off campus by going to:

<http://www.nps.edu/CurStudents/index.html>.

(Authentication is required.)

2.4 MORNING AND EVENING COLORS CEREMONY

At each military base throughout the world the National Anthem is played over a loudspeaker at 0800 and at sunset as the American flag is raised and lowered for the day. It is required of all military personnel, and customary for all civilian personnel working on a military base, to stop, turn in the direction of the flag, and stand at attention during the ceremony. It is a demonstration of respect for our flag, country, and for the traditions of military to honor this custom.

- At 0755 you will hear a 4 note "warning" over the loudspeaker, signaling that the ceremony is about to begin (you are not required to stop until the National Anthem actually starts playing).
- At 0800, the Anthem is played, (note that you don't need to see the flag in order to turn in the direction of the flag).
- When the Anthem is complete, you will hear 3 bars of music signaling to "carry on". This signals the end of the ceremony and you can proceed with your day.

While it is not customary to stand for colors when inside a building, it is considered bad etiquette to "dash" into a building to avoid standing through the ceremony. Finally, drivers of automobiles, bikes, motorcycles, or other moving vehicles, are expected to stop their vehicles during the ceremony (so if you see a car stopped in the middle of the road, check you watch before blowing your horn).

3.0 NPS POLICIES, PROCEDURES, AND PRACTICES

3.1 NPS TOBACCO/SMOKING POLICY

In accordance with NPSINST 5100.1, smoking is prohibited inside of, on top of, or within 15 feet of any building on the NPS campus.



3.2 STUDENT DRESS CODE*

Authorized clothing. Appropriate civilian business attire is authorized for students while attending NPS. The school dress code described below will be in effect at NPS between the hours of 0730 and 1700, Monday through Friday (less holidays).

Business casual is the standard attire for students. You are expected to dress and conduct yourself in a manner appropriate to a business environment at all times while on campus. Business casual does not have a requirement for a coat or tie. Specifically, it includes a dress quality collared shirt or turtleneck and dress slacks for men and either a dress or dress blouse, dress slacks/skirt for women. Shirt and shoes should be of similar style and quality. Socks are required. Pressed khakis and turtlenecks are acceptable but do not include collarless shirts. Logos on the collar or extreme logos elsewhere on the garment are not permitted.

Designated attire established herein represents a minimum expectation.

Unauthorized clothing. Types of clothing that are not considered appropriate and will not be worn are: faddish casual attire, sportswear (including ball caps) and any eccentricities of dress clearly unsuitable for wear in an academic area. Other clothing considered unacceptable include: hiking or "outdoors" attire, denim or denim-look materials, shorts/skorts, micro-mini skirts, sandals and ball caps, as well as clothing that distracts or causes undue embarrassment to co-workers, or is a safety hazard are not appropriate (i.e. athletic footwear; flip-flops; flat sandals; leggings or stretch pants; leather pants, leather shirts, leather skirts or motorcycle style jackets; bib overalls; sundresses; athletic jackets; jump suits; tank tops; t-shirts; shorts; sweaters (worn as a single outer garment); and bobby socks or knee socks when worn with skirts or dresses.

In every case, clothing shall be clean, pressed, well fitting, and in good condition.

3.3 COMMON ACCESS CARDS (CAC)

Upon your arrival at NPS you will be given instructions for obtaining a Common Access Card (CAC Card). The CAC Card is your NPS identification card and is needed each and every time you enter the campus and is also needed to use certain campus electronic and physical infrastructure systems.

If you should loose this card you must immediately go to the Base Security Office and report your card lost or stolen. The Base Security Office is located immediately outside of the Del Monte gate entrance. The Base Security Office will provide instructions for obtaining a new card.

Your CAC card must be surrendered immediately upon request of your NPS Supervisor, her designee, and/or other NPS Administrative personnel.

3.4 BASE/CAMPUS ACCESS

Since September 11, 2001, NPS has been a closed military base. General access to the NPS campus is not permitted. You must present your CAC card to the gate guards each time you enter NPS.

From time-to-time it may be necessary for non-NPS employees and/or students to meet with you or your program advisor. Each visitor must be listed on the daily gate access list issued by the Base Security Office. The Base Security Office requires notification at least 24 hours notice of the arrival of your visitor. Please see your SFS program coordinator for visitor access instructions.

Please be aware, when you request a visitor to be added to the base access list, you are assuming responsibility for the actions of that individual.



3.5 CAMPUS SAFETY

The NPS Safety Office, located in Building 436 (Public Works Building off of Morse Drive, ext. 2822), is responsible for overseeing safety conditions at NPS and its satellite areas (La Mesa Housing and recreation facilities). Students should, when feasible and safe, attempt to resolve unsafe or unhealthy conditions (e.g., chemical, noise, lesser hazards) personally and on the spot. The Safety Office Supervisor is responsible for resolving difficult, persistent or pervasive safety problems.

3.6 CAMPUS PARKING

Like most college campuses, parking at NPS is in short supply. Campus parking is on a first come, first serve basis. There are several parking lots around campus (noted on the campus map). Be aware that many spots in front of Hermann Hall are reserved for NPS senior staff members.

NPS has a High Occupancy Vehicle (HOV) Parking Program that reserves preferential parking for faculty, staff, and students who choose to car pool. This program utilizes a daily HOV ticketing system. HOV tickets are issued via a ticket machine that is installed at the 9th/10th Street gate. The ticket machine is on the passenger's side in lane number 1. The ticket is valid only for that day and needs to be displayed on the dashboard.

The base police at NPS have the authority to issue traffic and parking tickets. Currently Personnel are being issued federal citations to appear before a Federal Magistrate. Traffic court on base is not in use at this time. This means that tickets received on campus are regular tickets that can show on your driving record and are to be paid to and heard before the Monterey County Courthouse.

3.6.1 BASE VEHICLE REGISTRATION

NPS follows the military regulation of registering vehicles that are allowed base access. Once you have your CAC card you will need to register your vehicle to obtain the appropriate DoD tags that are placed on the vehicle.

The Vehicle and Registration Office is immediately in front of the Del Monte Gate. The office can be contacted at (831) 656-1174 or (831) 656-3477.

3.7 TRAFFIC SAFETY PROBLEMS

Traffic safety problems should be brought to the attention of NPS Security for referral to the Traffic Safety Council. Any mishaps involving military personnel occurring on or off duty shall be reported to the Quarterdeck (ext. 2441 and 2442).

3.8 SECURITY CLEARANCE ADJUDICATION

Due to the sensitive nature of work that SFS graduates are likely to engage in, successful matriculation into the SFS program requires that each prospective student be eligible to receive a secret or higher security clearance.

It is expected that students initiate the clearance adjudication process during the student check-in period. Due to both the intensity of the process, and the backlog of personnel awaiting clearance processing, the final receipt of one's clearance may take as long as 6-9 months.

Failure to receive a clearance will adversely affect the number, and type, of job placement possibilities available to a student. Any prospective SFS candidate who feels that he/she may have a current or past personal issue that may ultimately result in the denial of a security clearance, should consult with the NPS Security Manager prior to making any serious commitment to the SFS program. Contact the SFS Program Manager for Security Manager contact information and procedures if you think something in your background may prevent successful clearance adjudication.



Failure to receive a security clearance may result in your inability to find approved post-graduation employment within an approved Federal agency. Failure to fulfill the 2-year service commitment due to the denial of a security clearance will result in your having to reimburse the U.S. Treasury for the costs associated with your participation in the SFS program.

Andy Andersen, NPS Security Manager
Naval Postgraduate School, Code 261
Monterey, CA 93943-5118

Office: (831) 656-2450
Fax: (831) 656-2350
andersen@nps.edu

<http://intranet.nps.navy.mil/security/>

3.9 PUBLIC STATEMENTS

SFS students will not make public statements on controversial matters, which may be incorrectly construed as an official Department of Defense, Department of Navy, and/or NPS position. While opinions may be voiced as private individuals, those opinions or assertions must be clearly conveyed as being private in nature. Guidance may be obtained from the NPS Public Affairs Officer (PAO). The character of the statement and the anticipated venue for publicizing the statement should be made known to the PAO.

3.10 PUBLIC INFORMATION

There are a number of directives pertaining to the approval and release of Department of Navy Public Information. In general, any article prepared for publication or address will be submitted to the PAO who will refer the material for appropriate policy and security review.

3.11 UNAUTHORIZED COMMITMENTS

An unauthorized commitment occurs when one, either deliberately or unintentionally, bypasses the proper channels in the supply department, contacts a vendor, and requests that supplies or services be provided to the government. The outcome is a personal liability for the supplies and/or services obtained.

Students are strictly prohibited from contacting vendors to order supplies or services.

SFS students are to see the SFS Program Manager for assistance in the procurement of authorized supplies, equipment, and/or services.

4.0 EMPLOYMENT SPECIFIC INSTRUCTIONS

4.1 SALARY AND PAY NOTIFICATION

As temporary intermittent employees of NPS, SFS students will receive a salary in accordance with the agreed to hiring offer. All employee pay is paid via electronic funds transfer to your designated personal checking/savings account. Electronic payment is *mandatory* for all NPS employees. You will be provided further information and documentation in your official hiring package.

To check on the status of pay notifications and other important information related to your employment, go to www.dfas.navy.mil and establish your MyPay account to manage your pay. Leave and Earning Statements (LES's) are sent via mail to your designated mailing address at the close of each pay period.



4.2 SFS VACATION AND SICK LEAVE POLICY

As temporary intermittent employees of NPS, SFS students are NOT eligible for vacation and sick leave benefits.

The NPS SFS Program Manager is responsible to NPS for employee whereabouts. This is also in accordance with base emergency procedures. If a SFS student needs to miss work for sudden illness, the student is to e-mail or call the NPS SFS Program Manager. In the below instances, SFS students are to e-mail the NPS SFS Program Manager the dates and reason for taking time off. This e-mail is to be sent at least two weeks in advance, or as soon as possible in cases of emergency.

- When planning to take time off for vacation
- When planning to take time off for required medical/surgical procedures
- When having to leave town for a personal emergency

4.3 SFS MEDICAL CARE AND INSURANCE POLICY

As temporary intermittent employees of NPS, SFS students are NOT eligible to receive medical insurance benefits. Further, due to the DoD required financial structure of the NPS employee benefit system, SFS students cannot purchase any type of medical insurance through NPS.

However, the SFS program provides students with a health care supplement to assist students in obtaining their own medical insurance/care outside of NPS. This supplement is added onto your paycheck approximately once per month and is equivalent to \$2,400 per year, pro-rated based on the length of time you are enrolled at NPS.

4.4 CHANGE OF ADDRESS

Enter all changes of address, telephone number, and other contact information into PYTHON, the Educational Management System in use at NPS. Your new address information should also be forwarded to the Human Resources Department, Academic Planning, and Payroll Department.

Before graduation, SFS students are required to update their PYTHON account with their thesis/diploma mailing address.

Whenever you move and/or change your contact information, that information is to be forwarded to the SFS Program Manager.

5.0 SFS PROGRAM POLICIES, PROCEDURES, AND PRACTICES

5.1 ADMINISTRATIVE MATTERS

No later than 6 weeks prior to your arrival at NPS a NPS student information package will be available to you on-line through the NPS CISR website at <http://cizr.nps.navy.mil/SFSStudents/index.html>. The package will include the following documents:

- NPS SFS Program Agreement
- SFS Student/Employee Status Acknowledgement
- CISR Laboratory Usage Policy Agreement
- SFS Student Dress Code Agreement
- SFS Medical Insurance/Health Care Policy Acknowledgement
- NPS SFS Outside Employment Policy
- NPS SFS Student Handbook Acknowledgement



These materials need to be printed, signed, and returned by mail to the address listed below no later than 5 working days prior to your scheduled NPS start date. *Failure to do so could result in a delay in processing your first paycheck.*

Naval Postgraduate School
Computer Science Department
SFS Program Coordinator
833 Dyer Road Code CS/IC
Monterey CA 93943-5118

5.1.1 SFS RESOURCES

Resources specifically for SFS students can be found in on the CISR webpage at <http://cizr.nps.navy.mil>. At the bottom of the page are links to limited access areas, including a link to the SFS Resources. The username and password will be e-mailed to new SFS students after they arrive at NPS.

5.2 REQUIRED CODE OF CONDUCT

(Most of this came straight from JD's "SFS Expectations" document that we have been having the students sign.)

The NPS SFS students are expected to match much of the code of conduct expected of the officer students. For additional information see the NPS Student Information Handbook, available at: <http://www.nps.edu/CurStudents/index.html>. Particular sections to read are:

- Academic Probation/Dis-enrollment;
- Attendance/Absence from Classes;
- Classroom Conduct;
- Study Halls;
- Smoking, Eating, and Drinking in Classrooms and Laboratories;
- Academic Honor Code;
- Instructor-Student Relations; and
- Policy on Appropriate Use of NPS Computer Systems.

SFS students with no prior affiliation with the U.S. Government are sure to have some questions regarding its culture and standard operating procedures (SOP). Do not feel embarrassed about asking questions from any of your new colleagues who are more familiar in these matters. We have all been "new" at some point in our lives. You should have little difficulty integrating with the military students you share the campus with. They are just as interested in having a friendly and rewarding academic experience as you are.

While this is a U.S. Navy installation, you have not "joined" the Navy. Most NPS faculty and staff (and a minority of students) are civilians, so you will have plenty of civilian company. Your success here will be determined by your academic achievements, not by your conformance to any military customs or viewpoints. Nevertheless, you will "encounter" a few military customs and a military ethos that pervades much of the atmosphere here.



5.3 SFS STUDENT SPONSOR PROGRAM

No later than 6 weeks prior to your arrival at NPS you will be assigned a SFS Student Sponsor. Your student sponsor will be a currently enrolled SFS student and will be available to help make your transition to Monterey easier by helping to answer your questions about the local area and SFS student life at NPS. Some of the issues your student sponsor can assist you with are; how to find local housing, recreation activities, NPS resources, and the SFS program from a student's prospective.

It is expected that you return the favor by serving as a student sponsor to a future incoming SFS student.

These forms are to be reviewed, signed, and returned to NPS before your scheduled report date. (Is this sentence from the previous section?)

5.4 SFS HOUSING ASSISTANCE

Unfortunately, NPS does not have a housing office or offer housing for civilian students. You are expected to find housing on your own. Below is a list of local resources that can assist you in your housing search.

Your SFS Student Sponsor
The Monterey County Herald (Local newspaper)
The Monterey Peninsula Chamber of Commerce
The Coast Weekly on-line (A Monterey County periodical)
The Parks at Monterey Bay

Be forewarned, housing in the Monterey area is very expensive. There are many apartments and single-family homes located within walking distance of the campus. Many are suitable for sharing with a room-mate if needed.

5.5 OUTSIDE EMPLOYMENT

As a NPS employee you are prohibited from accepting any outside employment that results in a conflict of interest with your activities at NPS, NPS policy, and/or the policies of the Department of Navy. In accordance with NPS instruction 5370.3D, any outside employment by a NPS employee must be approved prior to the commencement of work.

The SFS program at NPS is an intense course of study that requires a significant dedication of time in order to successful master. As such, SFS students are highly discouraged from accepting outside employment.

To submit an approval request for outside employment, submit the below listed information in writing to the SFS Program Director.

Name, address, and phone number of prospective employer
Prospective supervisor's name and title
Description of the nature of the business of the prospective employer
Description of the work you will perform on the prospective employer's behalf
Anticipated work hours and place of employment



5.6 FEDERAL CYBER CORPS SUMMER SYMPOSIUM

Each summer the Office of Personnel Management hosts a summer job symposium for Cyber Corps students from around the country. The purpose of the symposiums is to bring Cyber Corps students and prospective employers from the Federal government together for networking and information sharing.

The Office of Personnel Management pays for all travel, hotel, and conference fees.

Attendance at the annual symposium is mandatory for all NPS SFS students, including those who have been offered or accepted a post-graduation job offer. This includes students who are out on internships during the symposium conference dates. It is the intern's responsibility to inform his/her internship employer of this requirement.

5.7 THE OPM CYBER COPRS WEBSITE

The Office of Personnel Management hosts and maintains a website for the Cyber Corps program. The site enables prospective employers from the Federal government to search a database of SFS student résumés for potential employment matches.

*Registration on the site is mandatory for all SFS students. Go to <http://www.sfs.opm.gov> to register. Once registration is approved, an e-mail is sent providing a user ID and a temporary password. Login into the site and change the password. Select *Create/Revise Résumé* to complete the required OPM résumé.*

NPS SFS students are required to post a résumé on the OPM site no later than 1 month after their official start date at NPS. This résumé should be updated each quarter with a list of your courses completed, courses currently enrolled in, and anticipated courses to be taken.

All SFS students are also required to post a quarterly job activity report to the OPM site. Failure to post these required reports could result in a loss of pay.

5.8 SUBMITTAL OF YOUR RÉSUMÉ TO THE SFS PROGRAM DIRECTOR

The SFS Program Director at NPS is in regular contact with many of the organizations that hire graduates of the NPS SFS program. It is therefore essential that she have an updated digital copy of your résumé in order to assist in matching students with prospective employers.

No later than October 1 of each calendar year, all SFS students are required to submit an updated electronic copy of their personal résumés to the SFS Program Director. Additional updates may be submitted throughout the year.

5.9 SUBMITTAL OF QUARTERLY GRADES AND COURSE SCHEDULE

No later than the Monday after the second week of classes each quarter, all SFS students are required to submit a copy of their grades for the previous quarter and a copy of their new course schedule to the SFS Program Coordinator.

5.10 ATTENDANCE AT WEEKLY SFS GROUP MEETINGS

Each week all of the NPS SFS students meet for a short time to discuss administrative matters and share relevant information about thesis processing, job searches, and internship placements. Attendance at these meetings is *mandatory*. Attendance is taken and NPS reserves the right to dock a students pay for missed meetings.



5.11 INTERNSHIP AND JOB PLACEMENT

NPS CISR staff will assist SFS students in securing internships and placement in post-graduation jobs by;

- providing students with contact information for agency hiring offices and directors,
- making introductions of the students to agency hiring directors,
- providing agency hiring officials with the program information needed to facilitate hiring of SFS students,
- facilitating campus visits by agency hiring officials,
- meeting with security clearance interviewers,

NPS will NOT assist the student with the following job searching/hiring activities;

- salary and/or benefit negotiations,
- relocation activities,
- setting up job interviews,
- following up with prospective employers regarding the status of a job application,
- processing travel for interviews

NPS expects all SFS students who go on internship to do so between the 3rd and 4th academic quarters. Exceptions to this guideline are sometimes made on a case-by-case basis. Internships between the 5th and 6 quarters are not allowed.

Completing the appropriate portions of the Internship Check Out/Check In form is *mandatory*. The form can be found in the SFS Resources section of the CISR website. Failure to complete and turn in the portions of the form at the required times can result in payroll processing problems that can affect your pay when your return to NPS.

It is required that students leave for an internship at the end of a quarter and return at the beginning of a quarter.

Internships are to be one quarter in duration. Any exception to this is to be approved in writing by the SFS Program Director.

Requirements before going on an internship:

- A signed thesis proposal is **REQUIRED** before a student may go on internship.
- The Internship Check-out form must be completely filled out, signed, and submitted no less than two weeks to departure.

5.12 GRADUATION*

Successful completion of your masters program is followed by a graduation ceremony held at the end of each quarter. All graduating students are required to attend graduation rehearsal and then the commencement ceremony. SFS students are to dress in appropriate business attire (shirt, tie, dress shoes, and suit jacket for men, appropriate equivalent for women).

Attendance at the NPS graduation rehearsal and commencement ceremony is required for all graduating SFS students.



5.13 SFS PROGRAM DISMISSAL POLICY

SFS program participants are not only students, but also employees of the US Government whose future job responsibilities may likely involve issues of National Security. Each school/university involved in the SFS program has a responsibility to ensure that students in the program meet the minimal professional standards necessary to:

- protect our national security interests,
- ensure success in their careers,
- obtain a security clearance, and
- ensure an equitable return on tax payer investment.

To this end, the NPS SFS Program Director has established a dismissal policy, which can be found in the SFS Resources section of the CISR website.

6.0 ACADEMIC MATTERS

6.1 PYTHON EDUCATIONAL MANAGEMENT SYSTEM

Python is the campus wide system for management of courses and your student course matrix. When you register with Student Services your Python account will be activated. Python is used for quarterly preregistration, validations,

Python is entirely web-based and may be accessed from any computer on campus as well as from your home computer via dialup or broadband internet connection.

Because of the NPS Firewall protection, Broadband users (Cable, DSL) need to use Citrix to securely and safely access Python. Citrix info and client downloads are available at <http://www.nps.navy.mil/Citrix>.

Information on how to use Python is available in the form of user manuals and a FAQ. To access these materials, log into Python and then look in the Documentation folder of the Python menu.

6.2 REGISTERING FOR COURSES

Pre-registration takes place between the second and fourth week of each quarter for the following quarter. Students should ensure that they are pre-registered for their next quarter's classes no later than the third week. Program Officers are responsible for assisting students with the pre-registration process.

Failure to pre-register may result in students not receiving the classes they desire and/or insufficient course books and supporting materials at the start of classes.

6.3 SELECTING COURSES...YOUR COURSE MATRIX

All NPS SFS students are completing a degree within the Computer Science Program. As such, SFS students are to be familiar with and follow the Program Officer's procedures which can be found at http://www.nps.navy.mil/cs/program_officer.htm. The Program Officer does focus on the requirements for military students, so be in communication with the Program Officer if you have questions.



The current CS Program Officer is:

CDR Owens Walker
Sp-401A
(831) 656-7980
towalker@nps.edu

All NPS SFS students are to complete the Computer Science degree with the Information Assurance track. A sample matrix is available on the CISR website. For assistance on the SFS matrix please the CISR group member, Dan Warren.

6.4 ADDING AND DROPPING COURSES

Course enrollments are authorized during the first two weeks of the quarter. Course enrollments will be done via PYTHON (NPS' Educational Management System), unless you are a staff person (military or civilian) from a tenant activity or other federal agency in the local area..

Course withdrawals (course removed from transcript) can be done in the first two weeks with approval from your Program Officer and the Academic Associate. After the second week and to the end of week eight, students can withdraw from a course (course appears on transcript with a "W") with instructor and Program Officer and Academic Associate approval.

All of these enrollments and withdrawals can be accomplished via PYTHON (preferred) or by hardcopy. If by hardcopy, then get the necessary approvals and take the form to the Registrar for schedule adjustment

6.5 VALIDATING COURSES

Validation is the process a student will go through to get credit for a class that was taken at their undergraduate school before coming here. If SFS students successfully validate a class, they will no longer have to take the class at NPS, but will not receive credits or a grade. For every class validated at NPS, another class *will* be taken in its place. By validating classes already taken, SFS students free up their matrix to take more advanced and interesting classes before graduation. Since SFS students typically come from very different backgrounds, each student's validation experience will be different.

Validations are requested in PYTHON. For more details on how to use PYTHON for validating, sign into PYTHON, select the Documentation menu, and User Manuals.

It is highly recommended that new SFS students utilize their Sponsor for information on past experiences with validation. When requesting a validation, include the following information about your undergraduate class: the course book used, the chapters covered, course syllabi of any classes mentioned in the request, and the grades you received. Some professors may want to see a transcript, request samples of work, and/or require sitting for an exam.

6.6 MAXIMUM AND MINIMUM COURSE LOADS

Though some students may wish to expedite the program by validating courses and/or overloading (taking more than four courses per quarter), certain restrictions apply. These restrictions are intended to ensure a degree of quality control regarding SFS program graduates. A quick and harried completion may speed a student to his/her next full salary position, but the hiring agency may be less than happy with their new hire. The below policy reflects a reasonable compromise between these two sometimes competing goals.



It is therefore the SFS Program Director's policy that course overloading will not be permitted without the prior written approval from the SFS Academic Advisor. Such approval will be based on previous grade performance.

6.7 YOUR CAPSTONE THESIS PROJECT

All NPS SFS students are required to complete a capstone thesis project on a topic approved by the Director of NPS CISR.

The thesis requirement is an integral part of student education here at NPS. Writing a thesis entails researching literature, compiling information, conducting research, extensive thinking and the composition of a significant document. This is no small task. Past experience has shown that it requires the full four scheduled thesis slots to complete this task successfully (many students lament that four slots are insufficient).

It is therefore the SFS Program Director's policy that all SFS students are required to take all four thesis slots, and that these slots must be taken over a minimum of two quarters (i.e., one may not take all four thesis slots during the same quarter).

6.7.1 SELECTING YOUR THESIS TOPIC

As participants in the SFS program you are required to complete a thesis project on a subject in the information assurance and security field. The thesis is to be within the Computer Science Department.

All SFS thesis' will be on a topic proposed by Professor Cynthia E. Irvine unless otherwise agreed to by Professor Irvine. All SFS students are to discuss thesis topic options with Professor Irvine *before* seeking topics from other instructors.

6.7.2 THE THESIS TIMELINE AND PROCESS

The general NPS thesis processing process and thesis format can be found at <http://www.nps.navy.mil/research/research1.html>. SFS students are required to have their thesis proposal signed and submitted by the end of their third quarter.

A signed thesis proposal is required before students will be excused from school for an internship.

All four thesis slots are to be used over a minimum of two quarters.

The thesis will include an acknowledgement to the National Science Foundation.

NPS policy requires that if your thesis is not completed and signed one week after graduation, then an extension form must be completed and turned into your Program Officer. This will delay receiving your degree.

NPS SFS students must complete their thesis and receive their green card verifying completion before they will be released from NPS and allowed to go on to their follow-on employment.



6.8 CERTIFICATES

The Committee of National Security Systems (CNSS), which operates under the National Security Agency (NSA), has recertified the NPS information assurance program, noting that it meets and exceeds the national training standard for information security professionals. CISR is approved to award the following CNSS certificates:

- NSTISSI 4011: Information Systems Security (INFOSEC) Professionals
- NSTISSI 4012: Designated Approving Authority (DAA)
- NSTISSI 4013: System Administration in Information Systems Security (INFOSEC)
- NSTISSI 4014: Information Systems Security Officer (ISSO)
- NSTISSI 4015: System Certifiers

6.9 GRADUATION AWARDS

There are multiple graduation awards available to NPS students, including SFS students. Past SFS graduates have been awarded top department awards and many prestigious campus and sponsored awards. These awards make excellent additions to your resume.

6.10 CHECKING OUT AS A STUDENT

All NPS students are to follow the check-out process. The check-out sheet can be found in the Current Students portion of the NPS website at: <http://www.nps.edu/CurStudents/index.html>.

Steps I, III, IV, VI, VIII, XI, XIII, and XIV are *required*. Steps II, VII, IX, XII, and XV are not applicable and are to have "N/A" on the initial line. Steps V and X are to have initials if applicable.

7.0 OTHER

7.1 DAILY STUDENT CHECK IN

NPS requires all students, military, foreign, and civilian, to check in daily, less weekends, holidays, approved leave, approved travel, or internship (just for SFS students). This is called the mustering requirement in military-speak. To do this, access the student check in page via the current students portion of the NPS website at <http://www.nps.edu/CurStudents/index.html>. Read the announcements and then sign in at the bottom of the page.

This page is monitored by the Student Services Office. Refer to the NPS Student Handbook for procedures if you miss a check in.

7.2 STUDENT STUDY SPACES

Unfortunately, NPS does not have an abundance of private study spaces for students. The Dudley Knox Library has a large number of open study corrals available on a first-come-first-serve basis. The library also has a limited number of group study rooms that can be reserved at the library checkout counter.

The laboratory located in SP-535 has a limited number of computer workstations available on a first-come-first-serve basis. Many SFS students utilize this lab space as their primary study area between classes. Please refer to the lab usage policy for further information concerning locations of assigned workstations, open workstations, laptop work spaces, and other policies.



7.3 STUDENT LOCKERS

Student lockers are available in limited quantities and are assigned by the program offices. These lockers are for the purposes of storing unclassified material only (books, notebooks, etc.) and will not be used for storage of classified material.

SFS students can contact Ms. Jean Brennon, in Sp-404 for information on locker availability and assignments.

Student lockers are subject to inspection without prior notification.

7.4 SFS STUDENT MAIL AND MAIL BOXES

SFS students are required to use their local residence for all personal mail. Personal mail is not to be sent to NPS. There is a Post Office on base near the Del Monte gate that has PO Boxes available for rent.

SFS students will be assigned a student mailbox for the purposes of receiving NPS related correspondence. Students are to check their student mailbox once a day to ensure timely handling of correspondences.

7.4 ACCESS TO THE NPS CAMPUS NETWORK

During your orientation and in-processing time, you will be given access to the NPS campus network. Please be advised that your continued access to the network is dependent on your adhering to all NPS network usage policies. Also, you should be aware that all network usage is subject to monitoring by NPS administration.

7.5 NPS LIBRARY RESOURCES

The Dudley Knox library has a well-stocked inventory of books, journals, maps, and other research tools available for your use. You can apply for a library card at the main library desk.

Also available through the library are a number of free classes on how to find research materials. These classes are an excellent guide to the resources found in the NPS library and a good source of general information for conducting general research. A listing of classes can be found on the NPS intranet.

Also through the intranet, you will find that the library has a wealth on on-line databases available for your use. SFS students are strongly encouraged to take full advantage of the tutorials and research tools offered in the Dudley Knox library.

7.6 CISR LABS AND ASSIGNMENT OF DEDICATED LAB SPACES

CISR operates and maintains four research and education labs. These labs are located on the 5th floor of Spanagel Hall. Each lab houses a combination of resources, some dedicated to CISR research projects, some dedicated to supporting courses in the Information Assurance track.

There are a very limited number of student workstations available through assignment by the CISR lab manager. *ONLY STUDENTS WITH PERMISSION TO USE A DEDICATED WORKSTATION MAY OCCUPY THESE SPACES.* Any unauthorized use of these spaces may result in a permanent revocation of your laboratory privileges.

These spaces are typically reserved for students working on thesis projects that require dedicated equipment resources. Please see your thesis advisor and the CISR laboratory manager for access privileges.



All CISR laboratories are secured by a cipher lock. The combination to these locks change at the beginning of each quarter. During the student orientation period you will be given a tour of the labs, the current cipher lock combinations, and instructions for using the cipher locks.

7.7 DEFERRING STUDENT LOAN PAYMENTS WHILE AT NPS

SFS students enrolled at NPS are eligible to apply for deferral of their federal student loans. To find out if a private loan(s) can be consolidated and/or deferred, please contact your individual lender(s). Please refer to the on the SFS Student Resources page to read tips by past SFS students. In both cases the correct request is for deferment while in a Graduate Fellowship Program.

The Federal Student Aid (FSA) has information and necessary forms available for download. The form for Graduate Fellowship Program Deferment has contact information on the back page if you have questions or need assistance. The FSA website for deferrals can be found at:
<http://www.dlssonline.com/defer/defer-list.asp>.

The OPE for the Naval Postgraduate School is 001310.

Many forms ask for an Authorized Official to verify your enrollment. Please use the information below:

Cynthia E. Irvine
Title: Professor
Naval Postgraduate School
1 University Circle
Monterey, CA 93943

7.8 THE NPS FITNESS CENTER

The Naval Postgraduate School has a fitness center, the Monterey Bay Athletic Club, that is available to SFS students since you are an NPS employee. The fitness center is Building 202, located on Lake Del Monte Road near the Del Monte Gate. Some of the facility particulars are cardio and strength training equipment, racquetball, basketball, locker room/shower facilities, locker rentals, and dry sauna. For further information on the fitness center, contact info, and pricing, please visit fitness center directly or their website at www.mwr.nps.navy.mil/Leisure_Serv/fitness/index.htm.

7.9 THE GAUGE NETWORK

It is the intent of the SFS Program Director to ensure that participants in the program receive the best IA education possible. To this end it is critical that students thoroughly learn the material presented in their classes. Participation in any campus "gauge network" is strictly prohibited. Any student found to have obtained past test material from another student and/or made old exams available to others could face dismissal from the SFS program.

7.10 SFS STUDENTS AND OFFICIAL TRAVEL

Official travel is when you are traveling for work and receiving pay during those days. Typically the travel is funded by NPS, but occasionally by another government or non-government agency. In any case, travel is a regulated function in the government and does not happen without specific information and following specific regulations.



Students will need to check the SFS Resources page for details about the traveler profile, the government travel card, reimbursement, official travel methods, and traveling for an interview.

At all times the SFS students are to use the available resources on the SFS Resources and NPS Travel websites before bringing requests or questions to the NPS SFS Program Coordinators. If a student still has questions or needs assistance after searching the provided resources, the SFS Coordinators are available to assist in answers and to accept travel request forms.